



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

**Promotor(a) or Community Health Worker
Training and Certification Advisory Committee
Meeting Minutes
Friday, November 20, 2015
10:00 a.m. – 12:30 p.m.**

Texas Department of State Health Services
Moreton Building
Conference Room M-100
1100 W 49th Street
Austin, Texas 78756

Table 1: Promotor(a) or Community Health Worker Training and Certification Advisory Committee member attendance at the Thursday, November 20, 2015 meeting.

MEMBER NAME	YES	NO	MEMBER NAME	YES	NO
Bustos, Claudia	P		Hansford, Bobby D.	P	
Youngstrom Diebolt, Jean	P		Muñoz, Oscar J.	P	
Eagleton, Gary Glenn	P		Rosing, Richard	P	
Escobar, Mérida	P		St. John, Julie	P	
Ginés, Venus	P				

Yes: Indicates attended the meeting

No: Indicates did not attend the meeting

P: Indicates attended meeting via phone/webinar

Agenda Item 1: Welcome and Introductions

The Promotor(a) or Community Health Worker (CHW) Training and Certification Advisory Committee meeting commenced with Ms. Claudia Bustos serving as Presiding Officer. Ms. Bustos welcomed participants to the meeting. Table 1 notes committee member attendance at the meeting.

DSHS Staff present: Tammy Sajak, Caly Fernández, Paige Menking, and Beatrice Smith

Stakeholders present: Two stakeholders attended the meeting in person and 37 attended by webinar.

Agenda Item 2: Approval of Minutes

Dr. Julie St. John moved to approve the minutes from the September 25, 2015 meeting as written. Ms. Venus Ginés seconded the motion. With no nays and no abstentions, the motion was approved with a unanimous voice vote.

Agenda Item 3: Public Comment

Mr. Jorge Bacelis, Texas Outreach Office Coordinator, Office of Border Health, Austin provided public comment regarding the certification process. Adriana Luevanos, Regional Program Coordinator, US Office of Border Health has requested that promotores in Presidio, Texas outside of El Paso be able to participate in the advisory committee and eventually be certified as CHWs even though there is currently no training site operating in their rural area. Beatrice Smith and Tammy Sajak provided information regarding training programs in El Paso for networking and to discuss possible training. Ms. Ginés stated that a team can be sent to El Paso to do training.

Ms. Rosalia Guerrero, UT School of Public Health, Houston, currently participates in one of the Advisory Committee workgroups and encouraged people to get involved through participation in one of the workgroups.

Agenda Item 4: CHW Spotlight: American Public Health Association CHW Group Award- UT School of Public Health- Tu Salud iSi Cuenta!

Ms. Menking introduced Ms. Lisa Mitchell-Bennett and Ms. Vanessa Saldaña of the UT School of Public Health Group in Brownsville, who won the Outstanding CHW Group Award at the American Public Health Association Conference in Chicago.

The presenters expressed happiness with the impact the group has had on the community of Brownsville. The area served contains both rural and urban areas, Mexican culture, lush wildlife, as well as high instances of obesity and diabetes. Community outreach through Tu Salud iSi Cuenta! has taken many forms, from television coverage of events, to web presence and newsletters, to newspaper columns. Special attention is taken to make information accessible to Spanish speakers, complete with a weekly morning segment on Vallevisión, with role models and experts and tips on cooking and exercise.

The CHW component has enhanced their campaign, directing people in the community to actionable items. CHWs have also produced an education curriculum as part of a 12-year community-wide campaign. CHWs conduct home visits that are designed to personally help individuals with barriers to behavior change using motivational interviewing and by making goals and plans.

iSi Cuenta! and the promotoras support the community through well-structured opportunities like providing free community-wide exercise classes that are attended by over 1,000 people a week; free nutrition classes complete with cooking classes and recipes; as well as health screenings and community health fairs. CHWs keep track of and follow up with those screened and provide motivational support. Other exercise initiatives include the Biggest Loser Challenge, CycloBia, and the Guinness World Record for largest Zumba class.

The Brownsville farmers market helps ensure nutritious food items for the community, emphasizing accessibility for those with low incomes by accepting food stamps, WIC, and vouchers. Community gardens are an off-shoot of the farmers market. There are six fully subscribed gardens located in the lowest income neighborhoods in the community. Not only are residents able to eat from the garden, but residents can also sell the produce for income.

The Salud y Vida program has grown out of the Tu Salud iSi Cuenta! program. Funded through the 1115 waiver, it is a multidisciplinary, evidence-based chronic care management program that relies on the CHW model to help connect people to needed services and supports. The focus is on uninsured, low income individuals with uncontrolled diabetes. CHWs are also involved in the MEND foundation, an obesity prevention program aimed at youth.

The CHW approach is being replicated in different cities. Each city has hired CHWs as city employees to lead efforts to reach low income and uninsured people to galvanize their communities at large.

Ms. Bustos recognized the importance of maintaining and tracking data, as it is important to show the impact CHWs make. Additionally, now that the project is funded through an 1115 waiver, there are metrics and outcomes tied to that funding. Thus, anyone who is enrolled

in the program has their data and measurements recorded when provided with screenings and follow ups.

Agenda Item 5: Texas CHW Evaluation Survey Preliminary Results: May-September 2015

Dr. St. John shared the preliminary results from the 2015 CHW Evaluation Survey implemented in May 2015. The development of the survey has been the ongoing work of committee members for the past four years, in an effort to explore whether certification benefits CHWs and communities. The preliminary results provide initial feedback containing information gained from May through October.

CHWs, both English and Spanish speaking, were asked to voluntarily provide feedback on certification using a variety of methods. A vast majority of respondents indicated that CHW certification was meaningful and/or valuable. The overwhelming response for why CHWs chose to be certified was to better serve their community and make a difference, increase the respect and value shown to them by the community, increase self-confidence, give value to the profession, and allow for better job responsibilities.

CHWs indicated feeling as though certification is meaningful but included that there are not enough job opportunities, lack of recognition of promotoras/CHWs as navigators, not enough instructors to provide training, and not enough affordable and accessible continuing education (CEU) opportunities. A vast majority of respondents (93% of English speakers and 100% of Spanish speakers) indicated plans to renew.

Staff will continue to analyze data from May to December, and report 2015 results to the CHW Advisory Committee and include the results in the 2015 Annual Report. After January 1st, there are plans to disseminate the survey to CHWs with a certification expiration date in 2016. Limitations of the survey include that it is voluntary, and only goes out to CHWs who are certified, so there is no way of knowing why those who are not certified have not sought certification.

Agenda Item 8: Committee Business

- *CHW guest instructor procedures*

The Training and Certification Workgroup has been getting input from training programs and instructors, participated in a webinar conducted by DSHS, and held workgroup meetings for further discussion. Feedback provided resulted in separate procedures for certification courses and continuing education courses, both of which require curriculum approval. For certification courses, guest instruction is limited to two hours per core competency (no more than 10% of a total curriculum). For continuing education courses, guest instructors can provide no more than two hours of training per continuing education event. For multiple day events, guest instructors can provide no more than two hours per day. A certified instructor must be available during the presentation to answer questions or provide context. The goal is to implement these procedures for a six month trial period, then revise as necessary. Specific rules, requirements, and qualifications were referred to on the presentation slide. Even if CHW instructor certification requirements are not met, guest-instructors can still provide non-certified credit hours.

Motion:

Mr. Rosing moved to approve a six month trial implementation of the draft guest instructor procedures to be revisited in June to determine whether the procedure should become permanent. The motion was seconded by Mr. Hansford. The motion passed with a unanimous voice vote.

- *Dates and location for 2016 meetings*

Dates and locations for the 2016 Advisory Committee meetings need to be determined, as well as deciding how many of the meetings are in person or via webinar, and if participation by webinar is acceptable for meetings designated as in-person meetings. January 29, March 11, May 20, July 29, September 23, and November 18 were proposed.

Motions:

- Ms. Diebolt moved to set 2016 meeting dates for January 29, March 11, May 20, July 29, September 23, and November 18. Dr. St. John seconded the motion. The motion was approved with a unanimous voice vote.
- Mr. Eagleton moved to have two mandatory in-person meetings. Mr. Rosing seconded the motion.

Amendment:

After discussion, Mr. Rosing moved to amend the original motion to define that mandatory meetings require the person to be physically present at the designated location, with the exception of medical reasons/restrictions, which will allow the member to call in and have voting privileges. Mr. Eagleton seconded the amendment. With no nays and no abstentions, the motion passed with a unanimous vote.

- Mr. Hansford moved to designate January and May as the 2016 mandatory in-person meetings. Ms. Ginés seconded the motion. The motion was approved unanimously voice vote.
- *Review and Recommend to DSHS application for certification of training institutions*
A training site program application has been received from the Adult and Youth United Development Association (AYUDA Inc.) to provide continuing education to CHWs. Amy Meeks presented information on the El Paso based program, referring to the presentation slides. The intention of the program is to get certification continue to bring change to their community.

Motion:

Mr. Eagleton moved to accept AYUDA's application to be a CHW training center for continuing education. The motion was seconded by Dr. St. John. With no nays and no abstentions, the motion passed by voice vote. AYUDA will receive their approval packet and training program certificate.

Agenda Item 6: CHW Core Consensus (C3) Project Update

The C3 project came about because many states are moving towards a common standard for CHW training at a national level. The aim of the project is to offer CHW and stakeholder-driven contemporary recommendations for consideration and adoption related to CHW core roles, core skills, and core qualities. Benchmark documents were reviewed for states where roles and skills alignment with specific goals was evaluated. A crosswalk was created to compare the benchmarks and see gaps in programs. Involvement across the United States was extensive and resulted in a report created from preliminary findings. CHW networks were given the first shot of modifying and studying the findings.

One of the core values of the project is to look at self-determination. One aim of the project is to find different ways to put CHWs in leadership roles. There is a desire, based on network input, to expand the list of roles, skills, and qualities (referred to on the

presentation slide). There is a desire to bring in more stakeholders. The immediate goal is to take the roles, skills, and qualities and resend it to the entire list of networks for review and input. The hope, moving forward, is to encourage people to continue to build consensus and to popularize thinking of how to use these qualities, roles, and skills. As the project moves to the assessment tool, the importance of having diverse representation in community based organizations was expressed.

Agenda Item 7: Committee Vacancies and Solicitation of New Members

Solicitation of new members is underway, as Ms. Diebolt, Ms. Ginés and Mr. Rosing's terms are expiring. Ms. Ginés does not plan on reapplying. Three positions are open for two public members and one higher education member. The applications and solicitation letters were sent out this week. Applications are due Monday, January 11, 2016, and individuals from health service regions 9/10, 7, and 4/5 are especially encouraged to apply. Anyone with questions should contact Ms. Menking.

Agenda Item 9: Program Update

Ms. Menking gave an update on the number of certified CHWs, as well as CHW and instructor renewals, referring to the presentation slide.

Agenda Item 10: 2015 CHW Advisory Committee Workgroups

- Ms. Escobar stated that there are no updates on program rules.
- For Communication & Outreach, a survey was sent to the leaders of regional CHW associations concerning interest in a statewide CHW network, garnering responses from 9 of 11 associations. Association leaders also participated in a webinar regarding the results of that survey. A call will be scheduled for further discussion, which will be led by CHWs and interested parties, rather than the Advisory Committee or DSHS.
- The Training & Certification Workgroup met and discussed the guest instructor procedures. The next topic will be the survey for what types of topics and training programs are needed in the community to add them to the big DML conference next year.
- The Workforce Solutions & Employment Opportunities Workgroup received a report from the Texas Workforce Investment Council showing an increase in CHW employment. The group is currently waiting on the new reports in order to share that data.
- Ms. Menking is assisting Ms. Smith in working on the Annual Report. The CHW Program Coordinators will provide workgroup members an outline of 2015 activities and accomplishments for review and editing.

Agenda Item 11: Committee Updates

Ms. Ginés noted that 10 CHWs and promotoras from the recent Dia de la Mujer certification class have been hired as navigators for the Affordable Care Act. Mr. Rosing shared that there should be 10-12 students graduating from the Houston Community College program in December to become CHWs.

Agenda Item 12: New Business for Consideration at Next Meeting

There will be an update from the Medicaid office to talk about funding models in the January meeting.

Agenda Item 13: Adjourn

The meeting was adjourned by Ms. Escobar at 12:33.